

New Examination Administration Policies for the October 2003 Examinations

EXAMINATION START TIMES & TARDINESS

Examinees who arrive at the exam room after the announcements are read will be considered LATE and will not be allowed to take the examination. This policy also applies to the afternoon session as well.

The following schedule indicates the time when doors will be opened for seating:

FRIDAY, October 24, 2003

- Professional Engineer - 7:00 A.M.

SATURDAY, October 25, 2003

- Structural Engineer (continuing) - 7:00 A.M.
- Engineer-In-Training; Land Surveyor-in-Training - 7:00 A.M.
- Seismic Principles - 8:30 A.M.
- Engineering Surveying - 1:30 P.M.

We strongly recommend that all examinees arrive at their exam room at the time the doors open.

FOR FRIDAY EXAMINATIONS:

ALL examinees must be seated by 7:20 a.m. The announcements for the morning session will begin promptly at 7:25 a.m., and the examination will begin immediately following the announcements, which should be at 7:50 a.m. For the afternoon session, all examinees must be seated by 1:00 p.m. The announcements for the afternoon session will begin promptly at 1:10 p.m., and the examination will begin immediately following the announcements, which should be at 1:30 p.m.

FOR SATURDAY EXAMINATIONS:

Engineer-In-Training, Land Surveyor-In-Training, and Structural Engineer Examinations:

Examinees must be seated by 7:20 a.m. The announcements for the morning session will begin promptly at 7:25 a.m., and the examination will begin immediately following the announcements, which should be at 7:50 a.m. For the afternoon session, all examinees must be seated by 1:00 p.m. The announcements for the afternoon session will begin promptly at 1:10 p.m., and the examination will begin immediately following the announcements, which should be at 1:30 p.m.

Seismic Principles Examination:

Examinees must be seated by 8:45 a.m. The announcements for this examination will begin promptly at 8:50 a.m., and the examination will begin immediately following the announcements, which should be at 9:10 a.m.

Engineering Surveying Examination:

Examinees must be seated by 1:45 p.m. The announcements for this examination will begin promptly at 1:50 p.m., and the examination will begin immediately following the announcements, which should be at 2:10 p.m.

Examinees who arrive at the exam room after the announcements are read will be considered LATE and will not be allowed to take the examination. This policy also applies to the afternoon session as well.

ELECTRONIC DEVICES NOT ALLOWED IN EXAMINATION ROOM

Electronic devices including but not limited to **cell phones, pagers, personal data assistants (PDAs), digital wristwatches, digital clocks, scanners, cameras** or any calculating device which, in the opinion of the Board, may pose a threat to exam security **SHALL NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If any of these items are brought into the examination room, you will be **required to leave them at your own risk** in a box or container inside the examination area. The Board assumes no responsibility or liability for any of these items. These items will be returned to you after the examination. If you refuse to surrender the items to the Board's representatives upon request, you will be removed from the examination for failing to comply with the laws and policies regarding examination security and subversion. If you are found to have such devices with you **during** the examination, the item(s) will be confiscated and you will be removed from the examination. In addition to the items being confiscated, the incident will be reported to the Enforcement Unit of the Board for investigation as a possible violation of the laws regarding examination security and subversion. Penalties for such a violation can include, but are not limited to, your examination being voided and your examination fee being forfeited. **LEAVE THESE DEVICES IN YOUR CAR OR AT HOME!**

TIMING DEVICES ALLOWED IN EXAMINATION ROOM

Timing devices brought into the examination room are to be used solely for the determination of the passage of time. **They cannot have a digital display**. They must be absolutely silent and are not to exceed the dimension of 5-1/2" x 2-1/2" x 1". Timing devices that are programmable and/or make noise are not permitted and will be confiscated by the Board's representatives. **Wall clocks will not be provided**. It is your responsibility to remain alert to the passage of time.